



# **TENNESSEE BUREAU OF INVESTIGATION**

## *Forensic Services Division*

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### **CODIS Standard Operating Procedures Manual**

#### **4.0 Security**

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#### **4.0 – SECURITY**

In order to maintain the integrity of the CODIS network within TBI both at the SDIS and LDIS levels, several layers of security measures exist.

##### **4.1 Physical Measures - Nashville**

- 4.1.1 The building must have intrusion and fire alarm systems in place.
- 4.1.2 The CJIS-WAN equipment provided by the FBI is located in a controlled access TBI computer hub area.
- 4.1.3 CODIS reports and logs will be kept in secured areas.
- 4.1.4 CODIS computers will be located in areas that are only accessible by TBI security badges. Unsupervised access is granted to the Forensic Biology supervisor, CODIS supervisor, CODIS administrator, DNA analysts, and CODIS technicians as well as members of the TBI Management staff, which includes the TBI Assistant Director - Forensic Services Division, Regional Supervisor, DNA Technical Leader and/or Building Emergency Response Team members.
- 4.1.5 Repair personnel working within the Forensic Biology unit must wear visitor security badges and be escorted while in the laboratory.
- 4.1.6 Repair personnel are not allowed to remove the hard drives or security implementation from computers and take them from the building. If hard drives must be replaced, they will first be reformatted by the FBI, CODIS administrator, or their designee and destroy the programs and data stored on them.

##### **4.2 Physical Measures - Knoxville/Memphis**

- 4.2.1 The building must have intrusion and fire alarm systems in place.
- 4.2.2 CODIS computers will be located in areas that are only accessible by TBI security badges and/or personalized pin numbers. Unsupervised access is granted to the CODIS administrator, DNA analysts, and DNA technicians as well as members of the TBI Management staff, which includes the TBI Assistant Director - Forensic Services Division, Regional Supervisor, DNA Technical Leader and/or Building Emergency Response Team members.



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4.2.3 All CODIS software and equipment is maintained at TBI headquarters in Nashville.

4.2.4 CODIS analysts who have personal computers with access to CODIS software must lock computers when not in use or when they are away from their desks.

#### **4.3 Computer Measures**

4.3.1 The CODIS administrator shall be responsible for ensuring that only approved CODIS users have access to CODIS. Only the CODIS administrator and forensic scientists within the CODIS unit shall have full privileges to all CODIS functions. Casework DNA analysts are granted limited working privileges within CODIS. Individuals granted limited access to CODIS, such as Information Technology (IT) personnel within TBI are classified as Non-Host Users and as such are afforded no working privileges to CODIS functions. IT personnel have Non-Host User access to CODIS for software maintenance purposes only. The CODIS administrator is responsible for the initiation and termination of privileges to the CODIS network for any individual.

4.3.2 No software is to be loaded onto CODIS computers without prior approval from the system administrator. All software will be scanned for viruses before being loaded onto CODIS computers. Data and software will not be downloaded from third party systems without previously being searched for viruses. Virus protection definitions will be updated monthly.

4.3.3 Backup of data on CODIS servers should be performed weekly. A monthly full backup of data on CODIS servers will be performed and will be stored off-site at another regional facility. This backup data will be utilized should the laboratory or computer system become disabled.

4.3.4 The CODIS administrator is to be notified immediately if computer crime is suspected. This may include but is not limited to: unauthorized entry into a computer system, loading of unauthorized software, and misuse of the computers or software.

4.3.5 Forensic Biology unit employees will log out of the CODIS software when leaving their personal computer area. Personal computers should be locked when not in use.

#### **4.4 Personnel Measures - Passwords**



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4.4.1 Passwords shall be at least 12 characters and contain three of the four following components: English uppercase characters (A through Z), English lowercase characters (a through z), base ten digits (0 through 9), or non-alphabetical characters (e.g. \$, #, %, \*). The password should be complex and difficult to guess. It is strongly advised that they not contain the user's name, children's names, etc.

4.4.2 Passwords will be changed at least once every 90 days. Display of passwords is prohibited. Users should not have passwords written down and placed in locations that can easily be found. Passwords shall not be disseminated over the phone, through the mail, or through other computer systems.

4.4.3 If an analyst believes password security has been breached, that analyst will immediately change the password and inform the system administrator in writing within 24 hours of discovery. If a password is revealed to another individual, that password must be changed as soon as possible.

#### **4.5 Access to Data Information**

Access to information in the database and databank is permitted via request from sample collection sites, law enforcement, or criminal justice agencies. It is suggested that all requests be in writing. Limited information will be given to collection sites (i.e., upon request a collection site may be informed if we have samples from certain individuals). Only a CODIS administrator or CODIS technician with access to database information may release this information. Requests from outside agencies (non-law enforcement agencies and non-criminal justice agencies) or private individuals must be submitted in writing and reviewed by the TBI legal unit. Response to the request may be released only by a CODIS administrator, the TBI Assistant Director - Forensic Services Division, or a regional supervisor.

#### **4.6 Access to DNA Samples**

4.6.1 Requests from an agency or individual for a portion of a sample from an offender or arrestee will not be granted unless it is the only known sample from a now deceased individual. In order to process such a request, the following procedure must be followed.



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- 4.6.1.1 The agency or individual must first submit a written request (on letterhead if an agency or legal agency) containing the full name, date of birth (DOB) and social security number (SSN) of the offender or arrestee.
- 4.6.1.2 A CODIS administrator will notify the requestor in writing if that individual is in one of the databases and inform the requestor that TBI cannot verify the identity of the individual since no chain of custody exists.
- 4.6.2 If the TBI has a sufficient amount of sample from the requested individual the following items are required to obtain a portion of the samples and this list must be sent in writing to the requestor.
  - 4.6.2.1 Proof that the individual is deceased (i.e. copy of a death certificate).
  - 4.6.2.2 A court order signed by a judge stating the reason the sample is being requested. A legal matter, such as a paternity case, is the only acceptable reason. The court order must contain the full name, DOB, and SSN of the deceased. Either in the court order or in writing on letterhead there must be a statement that this will be the only reason the sample will be used.
  - 4.6.2.3 Where the sample needs to be sent. If the TBI is to send it directly to the lab performing the analysis, a statement will be needed either in the court order or in writing on letterhead that TBI is not responsible for any payment for the analysis.
- 4.7 Access to DNA Profiles

Submitting agencies may request a copy of a casework DNA profile for use in a John Doe Warrant. The request must be made in writing on agency letterhead that contains the TBI laboratory number of the case where the DNA profile was obtained, the signature of the agency investigator as well as the District Attorney, and the following statement, "If a hit develops from the DNA profile listed in the John Doe Warrant, a known sample (blood or buccal) will be submitted immediately to the TBI laboratory for confirmation."
- 4.8 Contingency Plan



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- 4.8.1 In the event that a CODIS server is down for a short period of time (e.g. power failure or computer issue) the CODIS Help Desk must be informed.
- 4.8.2 In the event that a CODIS server is non-functioning for an extended period of time the CODIS administrator may use the computer backup tapes on one of regional laboratory's server in order to maintain day-to-day operations.